



INVITATION TO QUOTE

MIAMI-DADE COUNTY

Department of Procurement Management

111 NW 1st Street, Suite 1300
Miami, Florida 33128-1989

**THIS IS NOT
AN ORDER**

QUOTATION NO.: **RQGS0800059**

DUE DATE: **June 27, 2008** TIME: **2:00 PM**

CONTACT PERSON: **Drakus Wiggins**

PHONE: **305-375-4435**

FAX: **305-375-4407**

SEALED QUOTE REQUIRED: ☐ YES ☒ NO *See Terms & Conditions and Instructions to Bidders Attached*

NOTES: 1. All prices shall be F.O.B. Destination delivery point including all costs and freight unless otherwise specified
2. Failure to complete and sign this form renders your bid/quotation non-responsive and ineligible for award

ITEM	QUANTITY	UNIT	COMM. CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	12	months	910-39	Metro Annex 864 NW 23 Street Miami, FL 33127	\$ _____ per month	\$ _____
2.	12	months	910-39	Juvenile Justice Annex 3302 NW 27 Avenue Miami, FL	\$ _____ per month	\$ _____

Payment Terms: **NET** _____

Method of Award: **To Lowest Priced Vendor on an Item-by-Item Basis** (Indicate Small/Micro Business measures and whether Local Preference will apply)

LOCAL PREFERENCE CERTIFICATION: The responding vendor hereby attests, by checking one of the following blocks, that it is ☐, or is not ☐, a local business. For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of paragraph 19 of the Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base. **Failure to complete this certification at this time (by checking the appropriate box above) shall render the vendor ineligible for Local Preference.**

Addenda Received: ☐ Yes ☐ No If yes, please indicate the number of addenda received: _____

It is hereby certified and affirmed that the bidder shall accept any awards made as a result of this quotation. Bidder further agrees that prices quoted will remain fixed for a period of forty-five (45) days from date quotation is due. If awarded a purchases order or contract as a result of this solicitation, bidder further agrees that prices quoted shall remain fixed and firm for the term of the contract.

Authorized Signature: _____ Title: _____

Print/Type Name: _____ Phone: _____

E-mail: _____ Fax: _____

Firm Name: _____ F.E.I. ID No.: ____/____-____/____/____/____/____/____

Address: _____ City: _____ State: _____



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

SMALL/MICRO BUSINESS CONTRACT MEASURES FOR SOLICITATIONS (Bid Preference)

A 10% bid preference for Micro Business Enterprises (Micro/SBE) applies to this solicitation if the resultant contract is \$50,000 or less. A 10% bid preference for Small Business Enterprises (SBE) applies to this solicitation if the resultant contract is greater than \$50,000 unless otherwise noted. A Micro/SBE or SBE Business Enterprise must be certified by Small Business Affairs for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact Small Business Affairs at 305-375-3111 or access www.miamidade.gov/dbd.

The Micro/SBE or SBE Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes_____ No_____

If yes, please provide your Certification Number: _____

Is your firm a Miami-Dade County Certified Micro Business Enterprise? Yes_____ No_____

If yes, please provide your Certification Number: _____

Do you accept purchasing/credit cards for these purchases? _____

INSTRUCTIONS TO BIDDERS

1. Where a sealed quote is indicated, bidder must submit the sealed quote by the specified time and date indicated on the front of this form to the Department of Procurement Management, to the attention of the Bids and Contracts Section, at the address indicated on this form. **The envelope must state that it is a sealed quote and include the quote number and opening date. No telephone or fax quotes will be accepted.**
2. Where a sealed quote is not required, the bidder may submit its written quotation by fax, mail, etc. to the Specialist identified on the front of this document, unless otherwise specified.
3. **Quotes received after the time and date specified, and after any other quotes have been opened shall not be accepted.**

Requests for additional information or clarification must be made in writing to the person identified on the front of this form. The County will issue additional information by written addenda prior to the scheduled opening date. It is the bidder's responsibility to assure receipt of all addenda.

SECTION 1: TERMS AND CONDITIONS

- 1.1 Dade County is tax exempt and no taxes shall be included unless otherwise specified, by the County, on the quote form.
- 1.2 The County may reject any or all quotations, or any portion of the quotation, as it deems, in the best interest of the County.
- 1.3 In case of default by a successful bidder, Dade County may procure the goods or services from other sources and charge the bidder, any excess cost or damages occasioned thereby, and debar the bidder from further County contracts in accordance with the Dade County Code.
- 1.4 It is agreed that items or services quoted shall comply with all Federal, State, and local laws relative thereto, and that the bidder shall defend actions or claims brought, and save harmless the County from loss, cost or damage by reason of actual or alleged infringements of patents, copyrights, etc.
- 1.5 Bidder shall insert unit price and extension, as required, opposite each item. Where the unit price and the extension price are at variance, the unit price shall prevail.
- 1.6 Where equal (substitute) is quoted, items must be equal to or exceed the specifications of the goods specified. The County shall be the sole judge of equality and the decision rendered shall be final. Where the bidder quotes an equal product, the bidder must include the manufacturer, model, description, and any other information necessary for the County to make an evaluation. The County, at its sole discretion, may request additional information during the evaluation period.
- 1.7 This quote form, any addenda, and/or properly executed modifications, the purchase order (if issued), and a change order (if applicable), constitute the entire contract.
- 1.8 All material specified herein shall be fully guaranteed by the bidder against factory defects. The bidder at no cost to the County will correct any defects, which may occur as the result of faulty material or workmanship, within the period of the manufacturer's standard warranty. The County does not waive the implied warranties granted under the Uniform Commercial Code.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

- 1.9 All goods and materials shall be new and unused, unless otherwise specified by the County as part of this Invitation to Quote.
- 1.10 Unless otherwise specified by the bidder, a 2% discount will be deducted from payment if made no later than the 20th day after receipt of the goods/services, whichever is later. Prompt payment discounts will not be used in calculating the low bidder.
- 1.11 The County may, at its sole discretion, extend the delivery date where the County determines that it is in the best interest of the County.
- 1.12 Rejected goods remain the property of the bidder and all risk of loss remains with the bidder. Bidder must remove all rejected goods from County property within the time frame established by the County.
- 1.13 Method of award is by item, unless otherwise specified by the County.
- 1.14 The Department of Procurement Management (DPM) Director, or designee, shall issue an award under this solicitation. The successful bidder shall honor no request for performance until the DPM Director, or designee, has made an award.
- 1.15 Any bidder may protest any recommendation for contract award in accordance with the applicable provisions of the Dade County Code.
- 1.16 Costs of mandatory random audit by the Inspector General are incorporated into this contract as 1/4 of 1% of the contract price.

Purpose

The purpose of this Invitation to Quote is to secure sealed quotes for the goods and/or services as listed and specified herein.

Submitting A Sealed Quote

Sealed quotes must have the following information clearly marked on the face of the envelope:

1. Bidder's name and return address
2. Quote number
3. Quote opening date and time

All quotes shall be submitted in a sealed envelope, on or before the due date and time, to:

Miami Dade County
Department of Procurement Management
111 N.W. First Street, Suite 1300
Miami, FL 33128-1989
Attn: Bids & Contracts Section

To Receive A Copy Of Bid Tabulation

To receive a copy of the tabulation of bids, the Bidder must enclose a self-addressed, stamped envelope when submitting the quote.

Legal Requirements

Bidders are advised that this contract is subject to all legal requirements contained in the County's Administrative Order 3-38 and all other applicable County Ordinances and/or State and Federal Statutes. Where conflicts exist between this bid solicitation and these legal requirements, the higher authority shall prevail.

The award of this bid solicitation is subject to County Ordinance No. 01-21 which, except where Federal or State law mandates to the contrary, allow preference to be given to a local business. For the purposes of the applicability of this Ordinance, "local business" means the bidder, as of the date of the bid opening, has a valid occupational license issued by Miami-Dade County to do business in Miami-Dade County, that authorizes the bidder to provide the goods, services or construction to be purchased, and has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. A Post Office Box cannot be used to establish a physical address

When a responsive, responsible non-local business submits the lowest price bid, and the bid submittal by one or more responsive, responsible local businesses is within 10% of the price submitted by the non-local business, then the non-local business and each of the aforementioned local businesses shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. The best and final bid will be requested by the County within five working days of the bid opening. In the case of a tie in the best and final bid between a local business and a non-local business, contract award shall be made to the local business.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

SECTION 2: SPECIAL CONDITIONS

2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY

The purpose of this solicitation is to establish a contract for the purchase of janitorial services in conjunction with the needs of General Services Administration's (GSA) Metro Annex and Juvenile Justice Annex.

2.2 TERM OF CONTRACT: TWELVE (12) MONTHS

This contract shall commence on July 1, 2008, unless otherwise stipulated on the purchase order which is distributed by the County's Department of Procurement Management, Purchasing Division; and contingent upon the completion and submittal of all required bid documents. The contract shall expire on June 30, 2009.

2.3 PRICES SHALL BE FIXED WITH LIVING WAGE ADJUSTMENTS ALLOWED

The prices proposed by the vendor(s) awarded a contract as a result of this solicitation shall remain fixed and firm during the term of contract with the following exception:

The vendor(s) price(s) paid under this contract will be adjusted annually, to be effective on October 1st of each year, pursuant to the annual Living Wage increase and amendments to Miami-Dade County Code, Section 2-8.9 governing living wages as passed by the Board of County Commissioners.

2.4 EXAMINATION OF SITE (MANDATORY)

It is mandatory that a representative of the firm attend this walk-thru in order to qualify to submit an offer in response to this solicitation.

Prior to submitting its offer it is required that the vendor visit the site of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. The vendor is also advised to examine carefully the specifications and to become thoroughly aware regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions.

Due to security concerns, some areas to be serviced under this contract may not be open to the public. A site examination and walk-thru tour will be held according to the established schedule below; appointment not required.

Vendors are requested to bring this solicitation document to the site examination, as additional copies may not be available.

EXAMINATION OF SITE SCHEDULE

1. Metro Annex – 864 NW 23 Street, Miami, FL 33127
Thursday, June 26, 2008 – 9:00 A.M.
2. Juvenile Justice Annex – 3302 NW 27 Avenue, Miami, FL
Thursday, June 26, 2008 – 11:00 A.M.

The guided tours will begin promptly from the main entrance at each location.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

2.5 INDEMNIFICATION AND INSURANCE (1) - GENERAL SERVICE AND MAINTENANCE CONTRACT

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The vendor shall furnish to the Vendor Assistance Section, Department of Procurement Management, Administration Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- B. GeneralPublic Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

NOTE: MIAMI DADE COUNTY SOLICITATION NUMBER AND TITLE OF SOLICITATION MUST APPEAR ON EACH CERTIFICATE.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

**CERTIFICATE HOLDER MUST READ: MIAMI-DADE COUNTY
111 NW 1st STREET
SUITE 1300
MIAMI, FL 33128**

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

Issuance of a purchase order is contingent upon the receipt of the insurance documents within three (3) calendar days after Board of County Commission or designee approval. If the insurance certificate is received within the specified time frame but not in the manner prescribed in this solicitation, the vendor shall be verbally notified of such deficiency and shall have an additional two (two) calendar days to submit a corrected certificate to the County. If the vendor fails to submit the required insurance documents in the manner prescribed in this solicitation within twenty (20) calendar days after Board of Commission approval, the vendor shall be in default of the contractual terms and conditions and shall not be awarded the contract. Under such circumstances, the vendor may be prohibited from submitting future Proposal to the County in accordance with Section 1.3 of the General Terms and Conditions.

The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section 1.3 of this solicitation.

2.6 METHOD OF PAYMENT: MONTHLY INVOICES

The vendor(s) shall submit monthly invoices by the tenth (10th) calendar day of each month. These invoices shall be submitted to the County Building Manager(s) that requested the service through a purchase order, on a per building basis. The invoices shall reflect the type of service provided to the County in the prior month.

All invoices shall contain the following basic information:

I. Vendor Information:

- The name of the business organization as specified on the contract between Miami Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami Dade County

II. County Information:



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

- Miami Dade County Release Purchase Order or Small Purchase Order Number

III. Pricing Information:

- Unit price of the goods, services or property provided
- Extended total price of the goods, services or property
- Applicable discounts

IV. Goods or Services Provided per Contract:

- Description
- Quantity

V. Delivery Information:

- Delivery terms set forth within the Miami Dade County Release Purchase Order
- Location and date of delivery of goods, services or property

VI. Failure to Comply:

- Failure to submit invoices in the prescribed manner may delay payment.

2.7 **CONTACT PERSONS:**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, contact Drakus Wiggins, at (305) 375-4435 or email – dwiggin@miamidade.gov.

2.8 **COUNTY USER ACCESS PROGRAM (UAP)**

User Access Fee

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this contract, or any contract resulting from this solicitation and the utilization of the County contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.

The vendor providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Vendor participation in this invoice reduction portion of the UAP is mandatory.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

Joint Purchase

Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive Miami-Dade County contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The vendor must obtain the participation number from the entity prior to filling any order placed pursuant to this section. Vendor participation in this joint purchase portion of the UAP, however, is voluntary. The vendor shall notify the ordering entity, in writing, within 3 work days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami-Dade County, the successful vendor shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back" basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.

Miami-Dade County shall have no liability to the vendor for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the vendor and shall be paid by the ordering entity less the 2% UAP.

Vendor Compliance

If a vendor fails to comply with this section, that vendor may be considered in default by Miami-Dade County in accordance with Section 1, Paragraph 1.23 of this contract solicitation and the resulting contract.

2.9 ACCIDENT PREVENTION AND BARRICADES

Precautions shall be exercised at all times for the protection of persons and property. All vendors performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible vendor. Barricades shall be provided by the vendor when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

2.10 ASBESTOS COMPOSITION FLOOR TILE CLEANING

In compliance with the Occupational Safety and Health Administration (OSHA) Asbestos General Industry Standard (§1910.1001) and the Asbestos Construction Standard (§1926.1101), the appropriate procedure(s) shall apply to floor tile and baseboard cleaning in all County buildings and facilities built prior to 1980 and any portion of flooring that has been determined by the Building Manager to be of asbestos composition.

2.11 COMPLIANCE WITH FEDERAL STANDARDS

All services to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

2.12 DELETION OF FACILITIES

Although this solicitation identifies specific facilities to be serviced, it is hereby agreed and understood that any County department or agency may delete service for any facility(ies) when such service is no longer required during the contract period; upon fourteen (14) calendar days written notice to the vendor.

2.13 EMERGENCY SERVICE

The vendor's price shall include 10 man hours for emergency services as described below for the term of the contract. Emergency services are inclusive of all necessary labor, equipment and supplies. Any additional man hours for emergency service shall be awarded under a separate quotation.

The vendor shall provide twenty-four (24) hours, seven (7) days a week emergency service to the County. During normal business hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.), the emergency response time shall be within one (1) hour after verbal or written notification by the County to respond to an incident. During non-business hours (including weekends and holidays), the emergency response time shall be within two (2) hours after verbal or written notification by the County to respond to an incident. In cases of verbal notification, subsequent to the vendor's response action, the emergency request will be confirmed in writing by the County. Emergency service shall be considered any unforeseen, unanticipated matter which requires expedited work not a part of Routine Tasks or Project Work frequencies established herein. For the purpose of this clause, response time means "on-site and prepared to work." Vendor shall have an emergency phone number for immediate contact, twenty-four (24) hours a day. If the vendor cannot provide assistance in the time specified by the County or to the County's satisfaction, the County reserves the right to perform the emergency service itself, hire another firm to perform the service, or obtain the service by any means deemed in the best interest of the County.

If the emergency situation was caused by the vendor, the County shall have the right to complete the work to its satisfaction and deduct the amount necessary from the vendor's following month(s)'s payment to recover the County's cost to correct the situation and to repair any sustained damage; should the vendor correct the situation, service shall be provided at no additional cost to the County.

2.14 LEGAL REQUIREMENT FOR POLLUTION CONTROL

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the vendor through the Department of Environmental Resources Management (DERM), 33 SW 2nd Ave., Miami, Florida 33130, telephone (305) 372-6789.

2.15 TOXIC SUBSTANCES/Federal "Right to Know" Regulations

The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace.

Additionally, the vendor(s) performing under this contract shall provide a complete set of Material Safety Data Sheets (MSDS) to each Building Manager utilizing the awarded services. This information should be provided at the time when the initial delivery is made, on a department by department basis.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

For additional information on the Federal Right to Know Regulation, contact OSHA at www.OSHA.gov or call (954) 424-0242.

2.16 WORK ACCEPTANCE

This project will be inspected by an authorized representative of the County, at its discretion. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

2.17 USE OF ENVIRONMENTALLY PREFERABLE PRODUCTS (EPP)

The County has implemented Environmentally Preferable Purchasing Initiatives to address certain environmental and health concerns associated with the use of some cleaning services and products. Environmentally Preferable Purchasing is a new approach to janitorial services to offer better environmental performance and improved worker health and safety, while retaining the same sanitation quality as traditional, more chemical-intensive methods.

Accordingly, the vendor shall use general-purpose cleaners, floor cleaners, bathroom cleaners, glass cleaners, and carpet cleaners; and floor finishes and floor strippers which are either:

- certified by Green Seal, Standard for Industrial and Institutional Cleaners (GS-37) and Floor Care Products (GS-40) (certified products are listed at <http://www.greenseal.org/findaproduct/index.cfm>)
- or
- recognized by the U.S. Environmental Protection Agency's (EPA) Design for the Environment Program (DfE) as Industrial / Institutional Cleaning Products, Cleaners and Floor Care products (recognized products are listed at <http://www.epa.gov/dfe/pubs/projects/formulat/formpart.htm>).

Furthermore, the vendor shall actively seek to use other environmentally preferable products, elsewhere in conjunction with the contract services, which meet "green" standards established by the EPA (refer to www.epa.gov) – products that have a lesser or reduced impact on human health and the environment than other products that perform the same function.

Paper products, such as toilet tissue and paper towels, provided by the vendor shall be manufactured using recycled materials. Plastic trash can liners shall contain a minimum of 10% post-consumer recycled content. In addition, the vendor shall use quality and effective cleaning products and methods to meet the requirements herein.

2.18 AUTHORITY OF BUILDING MANAGER:

The Building Manager may make changes in the service, schedule, assignments, tasks, task frequencies or methods if such changes do not require additional equipment, chemicals, supplies or man hours. Such changes shall not be considered modifications of the contract and shall not affect the amount of payment to the vendor.

2.19 PRODUCTS DISCLOSURE

The successful vendor shall furnish to the Building Manager, upon request, a completed Exhibit A, Products Disclosure Form to disclose all cleaning products and paper products used in conjunction with the contract. The vendor shall ensure the Building Manager receives revised forms so that the disclosed list of cleaning products and paper products used in conjunction with the contract is current and accurate.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

The purpose of the Products Disclosure Form is to allow the County to verify that the vendor's products comply with conditions elsewhere in this solicitation. The disclosure of cleaning products and paper products to the County does not relieve the vendor from full responsibility and liability for using the necessary items properly and as required by the contract.

An alternate Exhibit A, Products Disclosure Form or alternative to the Products Disclosure Form that captures all the information presented on the Exhibit A may be considered during the contract period. The vendor shall not use an alternate form or alternative without the express written consent of Department of Procurement Management, Bids & Contracts Unit.

In pursuance of the County's directive to improve air quality in public buildings, all vacuum cleaners used in conjunction with services under this contract shall utilize a High-Efficiency Particulate Air (HEPA) filter or similar specified to trap 99.97% of airborne particles 0.3 microns and larger. Filters shall be replaced as per the manufacturers' recommendations. All vacuum cleaners shall be listed on the Products Disclosure Form.

2.20 SOLICITING, GRATUITIES, AND SCAVENGING

The successful vendor and the vendor personnel are prohibited from soliciting on County premises; accepting gratuities, in any form, from tenants or other persons; and scavenging. The Building Manager may have the vendor remove any personnel who solicits, accepts gratuities, or scavenges.

2.21 HOLIDAYS

The following are the County-observed holidays, which most of the premises will be closed to the public:

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

The requirement of the vendor to provide full, limited, or no staffing for vendor personnel assigned to a facility or area on a holiday shall be at the discretion of the Building Manager and shall be at no additional cost to the County. The vendor may use holidays for performing service upon approval by the Building Manager. The County will not pay for holidays that service is not provided. The County will not pay for days that service is not provided when the site is closed because of an emergency.

2.22 UNIFORMS AND BADGES

Vendor personnel, shall have professional conduct and appearance, exhibiting clean personal hygiene; wear a neat and freshly laundered uniform, distinctive with the vendor's name/logo printed on the top worn garment; proper and neat-appearing footwear; and a current identification badge, worn in visible sight, showing the vendor personnel's picture, name, signature, vendor's name/logo and an expiration date at all times while working on the premises. New or temporary employees shall wear a temporary identification badge which shall be current and at a minimum, shows the vendor's name/logo and an expiration date for a time extent as approved by Building Manager. Appropriate protective clothing, shoes and other safety equipment shall be worn as required. Identification badges shall be issued for no more than a twelve (12) month timeframe.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

The Building Manager may request removal of any vendor personnel without professional conduct or personal appearance, not properly uniformed, without a proper identification badge, or not donned in appropriate protective clothing.

2.23 SECURITY

The vendor and vendor personnel shall abide by security procedures, rules and regulations established at the premises, and shall cooperate with County security personnel. The vendor shall provide the Building Manager, at the vendor's expense, a police background check of each prospective vendor personnel prior to the personnel's start of services and, thereafter, upon the County's request. Based on the results of this security check and at the sole discretion of the County, any vendor personnel may be barred from working in sensitive areas.

If it is determined by police investigation and proper documentation that a vendor personnel has acted unlawfully while at the premises (i.e., removing or damaging any property of the County or any party at the facility) the vendor shall hold full responsibility for the personnel, including any restitution; the personnel shall be removed from service of the contract; and the County may seek further prosecution of the vendor and the personnel to the extent of the law.

2.24 BUILDING ACCESS

Vendor personnel access and restriction to the premises shall be directed by the Building Manager. Vendor personnel shall not be accompanied while on duty, at the work area or during the performance of work by any person not an authorized vendor personnel.

2.25 FOOD SERVICE

The vendor and vendor personnel are prohibited from bringing onto County property any food or beverage catering, vending machines, or other serving amenities.

2.26 MANNER OF PERFORMANCE

The successful vendor shall provide the services described herein in a competent and professional manner satisfactory to the County in accordance with the terms and conditions of the contract. The County shall be entitled to a satisfactory performance of all services described herein and to full and prompt cooperation by the vendor in all aspects of the services. At the request of the County the vendor shall promptly remove from the project any vendor's employee, subcontractor, or any other person performing services hereunder. The vendor agrees that such removal of any of its employees does not require the termination or demotion of any employee by the vendor.

The vendor shall at all times employ, maintain and assign to the performance of the services a sufficient number of competent and qualified professionals and other personnel to meet the requirements to which reference is herein made. The vendor agrees to adjust its personnel staffing levels or to replace any of its personnel if so directed upon reasonable request from the County, should the County make a determination, in its sole discretion that said personnel staffing is inappropriate or that any individual is not performing in a manner consistent with the requirements for such a position.

The vendor warrants and represents that its personnel have the proper skill, training, background, knowledge, experience, rights, authorizations, integrity, character and licenses as necessary to perform the services described herein, in a competent and professional manner.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

The vendor shall at all times cooperate with the County and coordinate its respective work efforts to most effectively and efficiently maintain the progress in performing the services.

2.27 WASTE REMOVAL

The Building Manager will designate the site for trash and recyclables collection/disposal. Containers shall be provided by the County. Items collected by vendor personnel from recycling bins shall not be co-mingled with trash/garbage.

2.28 KEY AND SECURITY SYSTEM CHARGE

In buildings where keys are issued, the vendor shall sign for each key or electronic access control card prior to issuance. Should the key or access card become lost while in the vendor's possession, the vendor shall pay \$25.00 for each key or access card to be duplicated and further reimburse the County for changes in the security system per incident, as applicable.

If the loss of keys or access cards requires that locks be rekeyed, a minimum additional charge of \$100.00 by the County to the vendor for each lock shall be made. If the loss requires that a lock be changed, the vendor will reimburse the County for the cost of replacing the lock. Keys shall not be duplicated by the vendor without explicit written consent from the Building Manager.

These charges will be deducted from monthly payments made to the vendor or where the outstanding invoices are insufficient, the County may invoice the vendor.

2.29 STORAGE SPACE

The vendor is only permitted to store supplies, materials and equipment used in conjunction with the contract in storage areas and custodial closets designated by the County, where available. The vendor shall keep these areas neat and clean at all times, comply with applicable regulations, and hold full responsibility for the spaces. Storage space must be cleaned and maintained by the vendor to the approval of the Building Manager. Security locks or other measures for securing equipment, material and supplies kept in the storage area shall be the responsibility of the vendor. The vendor should not damage or misuse space. Storage space shall be locked after exited by vendor personnel. The Building Manager must have access capabilities at all times such as keys, codes for locks, etc.

The vendor shall not remove at any time, for its own use or any other reason, those supplies or materials which are County owned.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

SECTION 3: TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The vendor shall furnish all supplies, (tissue, hand towels, soap, .etc) materials, equipment, machinery, tools, supervision, labor and services necessary to perform the work called for in these specifications. Such materials and equipment shall be of a suitable type and grade for the purpose.

The vendor's performance shall be carried out through planning, assignment, coordination, inspections, quality control, field operations, reporting, and other forms of administrative management required to optimize services and support in compliance with the terms of these specifications. Services shall be provided by the vendor to the satisfaction of the Building Manager and maintain the facilities in an attractive, neat, clean, organized and safe manner for the general public and employees.

3.2 LOCATIONS AND SERVICE SCHEDULE

The vendor shall provide the minimum number of personnel for the service schedule for performing routine work. The vendor shall determine how many additional workers and or porters are necessary in order to perform all tasks as required.

Vendor personnel shall provide continuous service outside any scheduled lunch break mutually agreed upon with the Building Manager. The County does not pay for lunch breaks.

1. Metro Annex – 864 NW 23 Street, Miami, FL 33127
Approximate sq. ft.: 29,200
Bldg. Manager: J.C. Izquierdo, (305) 545-2441
Minimum Personnel: One (1) worker
Service Schedule: Eight (8) hours per day, Monday – Friday, 8:00AM to 5:00PM
2. Juvenile Justice Annex – 3302 NW 27 Avenue, Miami, FL
Consists of: Four (4) trailers, each 20ft X 50ft
One (1) fabricated building
Total approximate sq. ft.: 25,000
Bldg. Manager: J.C. Izquierdo, (305) 545-2441
Minimum Personnel: One (1) worker
Service Schedule: Eight (8) hours per day, Monday – Friday, 8:00AM to 5:00PM

3.3 ADMINISTRATIVE CHARGES

Where failures to meet the performance standards in accordance with the contract or to the satisfaction of the County, within any stipulated time, occur, the County may assess administrative charges. All charges may be accessed on a per day basis.

At the conclusion of any inspection by the Building Manager in which failure to meet the performance standards in accordance with the contract or to the satisfaction of the County are observed, the Building Manager will provide the vendor a list of said deficiencies in writing with a deadline date to cure. Failure to correct the deficiency(ies) as stipulated will result in the assessment of administrative charges in the amounts stated below. In instances of consecutive failures to meet the same performance standard, assessment of administrative charges may become automatic, with subsequent written notice to the vendor.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

In the event that a vendor personnel is not on duty as scheduled, and a replacement is not substituted, an administrative charge of \$20.00 per hour will be assessed for the timeframe the vendor personnel is tardy, with a one hour grace period, or in case of a daily absence, for the full timeframe the vendor personnel is scheduled to work. In the event a vendor personnel is not on duty as scheduled and a replacement is substituted, the administrative charge of \$20.00 per hour shall apply for the timeframe from when the scheduled person was to report on duty, to the time the replacement person is present. Half hour administrative charges of \$10.00 may also be assessed.

Administrative charges assessed will be deducted from the monthly payments to the vendor or where the outstanding invoices are insufficient, the County may invoice the vendor. The County may find the vendor in default for failure to perform whether deductions have been accessed or not.

Administrative Charge Schedule	
Performance Deficiency	Amount
1. *Carpet stains	\$50.00/room or office \$100.00/common area
2. *Dispensers not serviced (cleaned, filled, operating, etc.)	\$10.00 each
3. *Improper disposal of hazardous waste	\$15.00/incident
4. *Trash receptacles not empty and can liner not replaced	\$20.00 each
5. Air diffusers or grills not clean	\$25.00 each
6. Appliances not clean	\$5.00 each
7. Ashtrays not empty	\$5.00 each
8. Baseboards not free of debris	\$100.00/area
9. Bathrooms not clean and disinfected	\$25.00 each
10. Chalkboards and trays not clean	\$10.00 each
11. Chewing gum present in a specific area	\$50.00/total area
12. Counters not clean	\$25.00 each
13. Drinking fountains not clean and disinfected	\$10.00 each
14. Dust present in specific areas	\$10.00/area
15. Elevator door track not vacuum clean	\$25.00/elevator
16. Elevator floor not maintained	\$50.00/elevator
17. Elevator or escalator metal surface not polished	\$25.00/elevator
18. Elevators doors and walls not clean	\$25.00/elevator
19. Entrance mats not clean	\$10.00 each
20. Exterior floors not sweep or pressure washed clean	\$50.00/area
21. Exterior walls of parking garage ramps not clean	\$50.00/booth or wall
22. Floor not vacuum clean	\$100.00/room or office \$200.00/common area
23. Floor drains and strainers not clean	\$25.00 each
24. Floors not spray buff clean	\$50.00/room or office \$100.00/common area

INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

25. Floors not sweep, dust mop, or damp mop clean	\$50.00/room or office \$100.00/common area
26. Furniture not arranged back to original position	\$100.00/area
27. Furniture, fixtures, wall, partitions or doors not spot clean	\$25.00 each
28. Handrails not clean	\$25.00/area
29. Litter on the parking garage ramps or not sweep or hose clean	\$100.00/floor
30. Litter present in a specific area	\$50.00/area
31. Lobby glass clean	\$100.00 each
32. Metal doors not clean and polished	\$25.00 each
33. Non-carpeted floors not clean	\$50.00/area
34. Parking garage ramp not free of dirt and debris	\$100.00/floor
35. Partitions, bookcases, tables, ledges and moldings not clean	\$25.00 each
36. Presence of a cleaning product not properly labeled	\$50.00 each
37. Recycling bin not empty and deposited as directed	\$20.00 each
38. Rooms used for collection of solid waste not clean and sanitary	\$50.00 each
39. Sinks not clean	\$25.00 each
40. Stair rails not polished	\$50.00/area
41. Stairs not clean	\$50.00/area
42. Telephones and equipment not clean and sanitized	\$25.00 each
43. Trash receptacles not spot clean	\$10.00 each
44. Trash/compactor area not clean	\$50.00 each
45. Use of unauthorized items	\$10.00 each
46. Walls not clean	\$50.00 each
47. Wash basins, toilets, urinals or showers not clean, disinfected, or descaled	\$50.00 each
48. Other performance deficiencies for which the cleaning task is typically provided less than a monthly frequency	\$100.00/incident
49. Other performance deficiencies for which the cleaning task is typically provided on or more than a monthly frequency	\$50.00/incident
*Asterisk indicates automatic deduction with no prior notice.	

3.4 INITIAL MONTH SERVICE

Where applicable, the vendor shall bring all facilities awarded up to the satisfaction of the Building Manager within the first 30 days of the contract. This aggressive cleaning phase shall be in addition to Routine Tasks, but will not be billable to the County as additional work performed. The vendor and the Building Manager shall meet prior to the contract start date, unless otherwise noticed, to discuss the vendor's proposed methodology to insure that the facilities shall meet satisfaction. Failure to successfully complete this initial cleaning may be a factor in determining contract default.

INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

3.5 TASKS AND FREQUENCIES

The following is a list of the tasks that the County anticipates the vendor may need to perform, in general, in order to meet the quality expected by the County of the vendor; additional tasks may be required. The vendor shall perform any and all tasks necessary to achieve the scope of work.

Specific tasks and the frequency referenced are stated as a minimum requirement. Due to conditions found at the particular locations, the vendor may need to increase the frequency of the tasks in order to maintain the facilities in accordance with the scope of work. Any increase in the routine tasks shall be at no additional cost to the County.

Note: In pursuance of the County's directive to improve air quality in public buildings, all vacuum cleaners used in conjunction with services under this contract shall utilize a High-Efficiency Particulate Air (HEPA) filter specified to trap 99.97% of airborne particles 0.3 microns and larger. Filters shall be replaced as per the manufacturers' recommendations.

3.5.1 ROUTINE TASKS

A. AREA TYPES: RESTROOMS AND LOCKER ROOMS

1. DAILY:

- a. Empty trash receptacles.
- b. Damp wipe, as necessary trash receptacles.
- c. Replace trash receptacle liners.
- d. Rearrange furniture as required.
- e. Damp wipe, as necessary, furniture, fixtures, walls, partitions and doors, etc.
- f. Police litter.
- g. Sweep or dust mop non-carpeted floors.
- h. Damp mop and apply disinfecting solution non-carpeted floors.
- i. Remove carpet stains.
- j. Partially vacuum carpeted floors.
- k. Disinfect lockers, furniture, fixtures, walls, partitions, doors, etc.
- l. Refill paper towel, toilet tissue, sanitary napkin, hand soap dispensers, etc.
- m. Clean and apply disinfecting solution to wash basins, toilets, urinals and showers.
- n. Report any leaks.

2. TWICE WEEKLY:

- a. Spray buff.
- b. Dust horizontal furniture and building surfaces.

3. WEEKLY:

- a. Descale toilet bowls and urinals.

4. MONTHLY:

- a. Clean floor drains and strainers.
- b. Wet clean non-carpeted floors.

INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

- c. Dust vertical furniture and building surfaces.

5. AS NECESSARY:

- a. Clean and apply disinfecting solution to all trash receptacles.

B. AREA TYPES: OFFICES. FILE ROOMS

1. DAILY:

- a. Empty trash receptacles.
- b. Damp wipe, as necessary, trash receptacles.
- c. Replace obviously soiled or torn trash receptacle liners.
- d. Rearrange furniture as required.
- e. Damp wipe, as necessary, furniture, fixtures, walls, partitions and doors, etc.
- f. Police litter including planters.
- g. Sweep or dust mop non-carpeted floors.
- h. Damp mop non-carpeted floors.
- i. Remove carpet stains.
- j. Empty ashtrays and damp wipe.
- k. Partially vacuum carpeted floors.
- l. Clean washbasins and mirrors as necessary.
- m. Clean both sides of glass doors to offices.
- n. Restock paper towel dispensers where provided.
- o. Damp clean or polish metal frames.

2. WEEKLY:

- a. Completely vacuum carpeted floors.
- b. Dust horizontal building surfaces.
- c. Spray buff.
- d. Clean and apply disinfecting solution to telephones.
- e. Dust horizontal furniture surfaces

3. MONTHLY:

- a. Vacuum upholstered furniture.

4. AS REQUIRED:

- a. Move boxes and other miscellaneous items.

C. AREA TYPES: CONFERENCE ROOMS

1. DAILY:

- a. Empty trash receptacles.
- b. Damp wipe as necessary, trash receptacles.
- c. Replace obviously soiled or torn trash receptacle liners.
- d. Rearrange furniture as required.

INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

- e. Damp wipe, as necessary furniture, fixtures, walls, partitions and doors, etc.
- f. Police litter.
- g. Sweep or dust mop non-carpeted floors.
- h. Damp mop non-carpeted floors.
- i. Remove carpet stains.
- j. Partially vacuum carpeted floor s.
- k. Damp wipe chalk trays and chalkboards.
- l. Clean and apply disinfecting solution.
- m. Dust horizontal furniture surfaces.

2. WEEKLY:

- a. Dust building and furniture surfaces.
- b. Spray buff.
- c. Completely vacuum carpeted floors.

3. QUARTERLY:

- a. Vacuum upholstered furniture.

4. AS REQUIRED:

- a. Set up conference rooms.

D. AREA TYPES: CORRIDORS. ENTRIES, FOYERS AND LOBBIES

1. DAILY:

- a. Empty trash receptacles.
- b. Damp wipe, as necessary trash receptacles.
- c. Replace obviously soiled or torn trash receptacle liners
- d. Rearrange furniture as required.
- e. Clean drinking fountains.
- f. Damp wipe, as necessary furniture, fixtures, walls, partitions and doors, etc.
- g. Police litter.
- h. Sweep or dust mop non-carpeted floors.
- i. Partially vacuum carpeted floors.
- j. Remove carpet stains.
- k. Clean rooms used for collection of solid wastes.
- l. Completely vacuum carpeted floors.
- m. Wash counters to remove stains.
- n. Clean entrance mats.
- o. Clean washbasins and mirrors as necessary.
- p. Empty ashtrays and damp wipe.
- q. Clean and urns, strain sand and replace as needed.

2. TWICE WEEKLY:

- a. Dust building and furniture surfaces.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

3. WEEKLY:

- a. Spray buff.

4. MONTHLY:

- a. Wash all interior glass, including windows
- b. Vacuum upholstered furniture.

5. QUARTERLY:

- a. Clean and polish metal door thresholds.

6. AS NECESSARY:

- a. Clean carpeted floors using appropriate method.

E. AREAS TYPES: KITCHENS. LOUNGES

1. DAILY:

- a. Empty trash receptacles.
- b. Damp wipe, as necessary trash receptacles.
- c. Rearrange furniture as required.
- d. Damp wipe, as necessary furniture, fixtures, walls, partitions and doors, etc.
- e. Dust horizontal building and furniture surfaces.
- f. Police litter.
- g. Sweep or dust mop non-carpeted floors.
- h. Damp mop non-carpeted floors.
- i. Remove carpet stains.
- j. Completely vacuum carpeted floors.
- k. Clean telephones with disinfecting solution.
- l. Wipe clean all appliances and counters.
- m. Clean sinks.

2. TWICE WEEKLY:

- a. Spray buff.
- b. Dust vertical building surfaces.

3. WEEKLY:

- a. Dust vertical building and furniture surfaces.
- b. Clean out refrigerator interiors per Building Manager's instructions.
- c. Clean inside of microwave ovens.
- d. Clean stove tops and underneath burners.

4. MONTHLY:

- a. Vacuum upholstered furniture.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

- b. Clean ovens as necessary.

F. AREA TYPES: TELECOMMUNICATIONS EQUIPMENT ROOMS, BATTERY/U.P.S. ROOMS

These rooms are to be cleaned under direct supervision only.

NOTE: Telecommunications Equipment Rooms and Uninterruptible Power Source (U.P.S.) Rooms are to be locked at all times and are reserved specifically for telecommunications and U.P.S. equipment, parts and materials only. There are restrictions against storing any other items therein. Vendor personnel observing violations of this practice are to notify their supervisor or Building Manager's Office as soon as possible.

1. DAILY:

- a. Police - remove any trash debris and empty boxes or containers.

2. WEEKLY:

- a. Sweep out area.

3. MONTHLY:

- a. Damp mop area.

G. AREA TYPES: STORAGE

1. WEEKLY:

- a. Empty trash receptacles.
- b. Damp wipe, as necessary trash receptacles.
- c. Replace obviously soiled or torn trash receptacle liners.
- d. Damp wipe, as necessary, fixtures, walls, partitions and doors, etc.
- e. Police litter.
- f. Spot mop non-carpeted floors.

2. MONTHLY:

- a. Damp mop non-carpeted floors.
- b. Dust horizontal building surfaces.

H. AREA TYPES: SHOPS (INCLUDES MAINTENANCE, MECHANICAL, ELECTRIC, CARPENTER, DATA, CHILLER AREA, & COOLING TOWER)

1. DAILY:

- a. Empty trash receptacles.
- c. Damp wipe, as necessary trash receptacles.
- d. Replace obviously soiled or torn trash receptacle liners.
- e. Clean drinking fountains with disinfecting solution.
- f. Damp wipe, as necessary furniture, fixtures, walls, partitions and doors, etc.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

- g. Police litter.
- h. Refill paper towel and hand soap dispensers.
- i. Sweep or dust mop non-carpeted floors.
- j. Spot mop non-carpeted floors.
- k. Clean telephones with disinfecting solution.

2. WEEKLY:

- a. Damp mop non-carpeted floors.
- b. Dust horizontal building surfaces.

3. MONTHLY:

- a. Dust vertical building surfaces.
- b. Spray buff.
- c. Clean floor drains.
- d. Wet clean non-carpeted floors.

I. AREA TYPES: STAIRS AND STAIRWELLS

1. DAILY:

- a. Police and remove litter.
- b. Spot mop spills and heavy soil on non-carpeted floors.
- c. Remove stains from carpeted floors.
- e. Damp wipe, as necessary doors.
- f. Remove chewing gum.

2. EVERY OTHER DAY:

- a. Sweep non-carpeted stair landings and steps.
- b. Vacuum carpeted stair landings and steps.
- c. Dust railings, ledges, grilles, stair metal frame, fire apparatus, fire cabinets inside and outside and doors.
- d. Polish handrails and interior stone work.

3. EVERY TWO WEEKS:

- a. Mop non-carpeted stair treads.

4. MONTHLY:

- a. Wet mop non-carpeted steps, risers and landings.
- b. Clean carpeted stairways and landings using appropriate ate method.
- c. Clean glass surfaces and polish bright metal and woodwork.
- d. Damp wipe, as necessary walls.

J. AREA TYPES: ELEVATORS

1. DAILY:



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

- a. Police litter.
- b. Damp wipe, as necessary fixtures, walls, and doors, etc.
- c. Sweep or dust mop non-carpeted floors.
- e. Damp mop non-carpeted floors.
- f. Remove carpet stains.
- g. Completely vacuum carpeted floors.
- h. Vacuum clean elevator door tracks.
- i. Clean entrance mats.
- j. Dust horizontal and vertical building surfaces.
- k. Damp clean all elevator walls and doors on each floor.
- l. Remove graffiti.

2. WEEKLY:

- a. Polish metal surfaces.

K. AREA TYPES: EXTERIOR AREAS (INCLUDES ALL PLANTERS, SIDEWALKS, CURBS, RAMPS, PATIOS, DECKS, STAIR LANDINGS, COURTYARDS AND PARKING AREAS)

1. DAILY:

- a. Empty trash receptacles.
- b. Damp wipe, as necessary trash and ash receptacles.
- c. Replace obviously soiled or torn trash receptacle liners.
- d. Rearrange furniture as required.
- e. Damp wipe, as necessary furniture, fixtures, walls, partitions and doors, etc.
- f. Dust horizontal building and furniture surfaces.
- g. Police litter.
- h. Remove large stains, gum, etc.
- i. Broom sweep non-carpeted floors.
- j. Hose off non-carpeted floors.

2. WEEKLY:

- a. Clean vertical building and furniture surfaces.

3. QUARTERLY:

- a. Pressure clean sidewalks, entrances, ramps, loading areas and other exterior surfaces.
- b. Degrease parking lot oil spots.

L. AREAS TYPES: LOADING AREAS (INCLUDING PLATFORMS AND DOCKS)

1. DAILY:

- a. Damp wipe, as necessary fixtures, walls, doors, etc.
- c. Police litter.
- d. Sweep floors.
- e. Clean telephones with a disinfecting solution.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

2. QUARTERLY:

- a. Wet mop or scrub floors and steps.

M. AREA TYPES: JANITOR CLOSETS

1. WEEKLY:

- a. Clean, scrub, disinfect slop sink.

3.5.2 PROJECT WORK

Project Work shall be performed for all applicable area types. The vendor shall provide trained, qualified personnel for stripping and refinishing tiled and/or hard surfaced flooring. The Building Manager and vendor shall mutually agree upon a written schedule for performing Project Work. A floor refinish schedule shall be posted by the vendor in the Building Manager's office no less than ten (10) days prior to start of the work.

Project Work \ Facility	Juvenile Justice Annex	Metro Annex
Carpet Cleaning	Quarterly	Quarterly
Machine Scrub & Recoat Floors	Semi-Annually	Semi-Annually
Machine Scrub Concrete Floors	Semi-Annually	Semi-Annually
High Dusting	Semi-Annually	Semi-Annually
Machine Scrub Restrooms & Lockers	Monthly	Monthly
Exterior Window Washing	Semi-Annually	Semi-Annually
Interior Window Washing	Semi-Annually	Semi-Annually
Wash Blinds	Annually	
Vacuum Blinds	Annually	
Strip & Refinish Floors	Semi-Annually	Semi-Annually
Pressure Clean Exterior Areas	Semi-Annually	Semi-Annually
Wash light fixtures lens, and air diffusers	Quarterly	Quarterly

3.6 ADDITIONAL REQUIREMENTS

All vendor personnel shall provide the following tasks each visit to a facility:

- A. Promptly report imminent security violations, hazardous conditions and any building parts, fixtures, and mechanical equipment in need of repair such as burned out lights, leaky faucets, toilet stoppages, etc. to the Building Manager.
- B. Turn off appropriate electricity (i.e., lights, fans, etc.), secure/lock external doors and windows, and restore alarm systems, where applicable, when final cleaning service is complete.
- C. Report to the Building Manager irregularities or damage in any of the areas serviced, regarding A/C, heating and ventilating equipment, lighting, furniture, vandalism, broken doors or windows, dispensing equipment in restrooms, or any other condition to be considered unsafe, that may require attention for repairs, adjustment, replacement or correction.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

- D. Ensure that rooms that normally are locked after hours are left locked after cleaning and where necessary, the keys returned to their designated office or location.
- E. Turn in all lost and found articles to the Building Manager or other specified office or location.
- F. Notify the Building Manager of emergency conditions such as fires, floods, excessively hot or cold room temperatures, etc.
- G. Keep secure, including during cleaning operations, building doors as directed by the Building Manager.
- H. Handle reasonable problems and/or complaints or similar isolated incidences. A summary of the incident and resolution shall be forwarded to the Building Manager.
- I. Work shall be scheduled and performed so that it will not disrupt functions and normal day-to-day operations on the premises.

3.7 ROVING SUPERVISOR

The successful vendor shall provide Roving Supervisor(s) who shall be responsible for maintaining quality control and the competency of custodial personnel under their direct supervision. This may require on-the-job training and orientation of new personnel, periodic in-service training, etc. The Roving Supervisor(s) shall visit each building awarded to the vendor upon request of the Building Manager to check the quality of work provided by cleaning staff and, if applicable, maintain supplies stock levels. The Roving Supervisor(s) shall report all findings and review to the Building Manager per visit. The Roving Supervisor(s) shall be authorized to apply directives and finalize minor decisions with the Building Manager on behalf of the vendor.

The Roving Supervisor(s) shall be literate and fluent in the English language for reading chemical labels, job instructions, signs, and for conversing with County personnel. Roving Supervisor(s) shall carry a beeper, cell phone or similar communication device for immediate contact by the Building Manager.



INVITATION TO QUOTE

MIAMI-DADE COUNTY
QUOTATION NO. RQGS0800059

**THIS IS NOT
AN ORDER**

Affirmation of Business Entity Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavits Form), before they can be awarded a contract. The undersigned affirms that the Affidavit form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. : _____ Federal Employer
Identification Number (FEIN): _____

Contract Title: _____

Affidavits and Legislation/ Governing Body

1. Miami-Dade County Ownership Disclosure <i>Sec. 2-8.1 of the County Code</i>	6. Miami-Dade County Obligation to County <i>Section 2-8.1 of the County Code</i>
2. Miami-Dade County Employment Disclosure <i>County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code</i>	7. Miami-Dade County Code of Business Ethics <i>Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code</i>
3. Miami-Dade Employment Drug-free Workplace Certification <i>Section 2-8.1.2(b) f the County Code</i>	8. Family Leave <i>Article V of Chapter 11 of the County Code</i>
4. Miami-Dade Disability Non-Discrimination <i>Article 1, Section 2-8.1.5 (AA) Resolution R182-00 amending R-385-95</i>	9. Living Wage <i>Section 2-8.9 of the County Code</i>
5. Miami-Dade County Debarment Disclosure <i>Section 10.38 of the County Code</i>	10. Domestic Leave and Reporting <i>Article 8, Section 11A-60 11A-67 of the County Code</i>

Printed Name of Affiant

Printed Title of Affiant

Signature of Affiant

Name of Firm

Date

Address of Firm

State

Zip Code

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20 _____.

by _____ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced _____

Signature of Notary Public

Serial Number

Print or Stamp of Notary Public

Expiration Date

Notary Public Seal